

Sample Letter of Disk Verification

[Date]

Raymond A. Mosley, Director
Office of the Federal Register
National Archives and Records Administration
700 Pennsylvania Avenue, NW.
Washington, DC 20408-0001

Dear Mr. Mosley:

This is to certify that the enclosed disk containing an [MS WORD VERSION X] file furnished with the [RULE, PROPOSED RULE, NOTICE] concerning [INSERT SUBJECT (suggested: put the subject line from the first page of your document, and, for rules and proposed rules, the RIN number)] is a true copy of the original signed document.

[GIVE ANY SPECIAL PRINTING AND/OR PROCESSING INSTRUCTIONS, if applicable.]

Please call [NAME] at [PHONE NUMBER] to confirm filing and publication dates.
Thank you.

Sincerely,

[YOUR NAME]
[YOUR TITLE]

Enclosures